

To all Lodge Secretaries:



## 86 St James's Booking Rules

Dear Lodge Secretary,

It has become necessary to review the way in which bookings are managed at Mark Masons' Hall. The vast majority of Lodges, up to 90% who meet and dine at the Hall, are breaking the current rules of booking. Such behaviour is causing unacceptable pressure on the operation and is leading to ever increasing levels of mistakes.

Information that should arrive two weeks prior to the event is only being submitted a few days prior to the meetings. This is leading to difficulties in booking staff, ordering ingredients, allocating spaces, handling dietary requirements, and increasing administrative costs with office personnel having to regularly chase bookings.

With this in mind, as of January 2017, 86 St James will apply penalties to units failing to respect its booking rules. This is an unfortunate but necessary step which is being taken as a last resort after years of inobservance on the part of many Lodges.

Hereunder is a Summary of the booking requirements along with the penalties units will incur in case of failure to respect bookings rules.

<b>Date in relation to the Event</b>	<b>2 Full weeks prior to the event</b>	<b>1 Full week prior to the event</b>	<b>1 Full week prior to the event</b>	<b>2 Full working days prior to the event</b>	<b>2 Full working days prior to the event</b>	<b>1 Day prior to the event</b>
<b>Booking requirements</b>	<i>Lodges must select menu and indicate provisional numbers. This must be done in writing.</i>	<i>Table plans must be submitted for review by the Catering Office.</i>		<i>Final numbers along with any dietary requirements must be submitted.</i>		
<b>Penalty in case of failure of advise</b>	<i>A £5.00 surcharge per diner will be levied after this point.</i>	<i>86 St James will draw up a table plan after this point. This will not be negotiable.</i>	<i>In case no bookings are received in writing a surcharge of £10.00 per diner will be levied after this point.</i>	<i>No reduction of numbers or requests for dietary requirements will be actioned after this point.</i>	<i>If no booking is received the lodge's dining will be cancelled and no catering will be made available.</i>	<i>If no booking is received the lodge's meeting will be cancelled and no temple will be made available.</i>

Bookings can be submitted via the catering website at [www.86hospitality.info](http://www.86hospitality.info) or sent via email to [info@86stjames.com](mailto:info@86stjames.com)

Secretaries are more than welcome to contact the Catering Office for clarifications or special requests but no bookings will be taken over the telephone.

With fraternal regards